



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Authorize Retention of Delta Microfilm to Film City of Lodi Disbursement Claims and Approve Destruction of Records Once Filming is Complete.

MEETING DATE: October 4, 2000

PREPARED BY: Vicky McAthie, Finance Director

RECOMMENED ACTION: That the City Council approve the filming of City of Lodi's disbursement claims onto computer disks.

BACKGROUND INFORMATION: The Finance Department, Accounting Division, receives frequent requests from Council Members as well as representatives of the print media for retrieval of certain disbursement claims information. Delta Microfilm currently films the payroll function. It is recommended that the City retain Delta Microfilm to meet our additional needs. Filming of the disbursement claims will allow destruction of records once filming is complete, as well as assurance that filming will be an on-going process like payroll CDs. The department currently has approximately 27 boxes, 4,000 pages per box, in the Finance storage area. We are quickly running out of storage place for these important backup documents. The claims information needs to be accessed quickly for timely responses to Council Members, the news media, and the public. Storing this information on disks will not only afford us ease of access but will bring this critical function into the modern age of storage and retrieval of public documents.

FUNDING SOURCE: \$7,000 Current Budget

Vicky McAthie

Vicky McAthie
Finance Director

VMA:br

APPROVED: _____

Janet S. Keenan for DF
H. Dixon Flynn -- City Manager

07/13/00

RESOLUTION NO. 2000-176

A RESOLUTION OF THE LODI CITY COUNCIL APPROVING
THE FILMING OF CITY OF LODI DISBURSEMENT CLAIMS TO COMPUTER
DISK, AND FURTHER APPROVING DESTRUCTION OF THOSE RECORDS
RETAINED BY THE FINANCE DEPARTMENT ONCE THE
FILMING HAS BEEN COMPLETED

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WHEREAS, Lodi Municipal Code Section 3.20.070, authorizes dispensing with bids for purchases of supplies, services or equipment when it is in the best interest of the City to do so; and

WHEREAS, the Finance Department Accounting Division currently utilizes Delta Microfilm to film the payroll records; and

WHEREAS, filming the disbursement claims will allow destruction of those records and free up valuable storage space, as well as make those records more accessible for retrieval purposes; and

WHEREAS, in accordance with Government Code Section 34090, the City Attorney has filed his written consent to the destruction of certain records retained by the Finance Department, an inventory of which is attached hereto, marked Exhibit A, and thereby made a part hereof.

NOW, THEREFORE, BE IT RESOLVED by the Lodi City Council that:

1. The records heretofore identified are no longer required once the records are filmed.
2. The Lodi City Council finds that the City Attorney has given his written consent to the destruction of the records inventoried on Exhibit A attached hereto and the destruction of those records is hereby authorized.
3. The Lodi City Council further authorizes the Finance Department to retain Delta Microfilm for filming the Disbursement Claims on an on-going basis.

Dated: October 4, 2000

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I hereby certify that Resolution No. 2000-176 was passed and adopted by the City Council of the City of Lodi in a regular meeting held October 4, 2000, by the following vote:

AYES: COUNCIL MEMBERS – Hitchcock, Land, Nakanishi, Pennino and
Mayor Mann

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None


SUSAN J. BLACKSTON
City Clerk

EXHIBIT A

DESTRUCTION OF RECORDS

INVENTORY OF CERTAIN RECORDS RETAINED BY THE LODI FINANCE
DEPARTMENT REQUESTED TO BE DESTROYED PURSUANT TO GOVERNMENT
CODE SECTION 34090 AS SHOWN IN THE ATTACHED LIST

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1. Disbursement Claims after Filming is complete.

Dated: 10/5/00

Vicky McAthie
VICKY McATHIE
Finance Director

APPROVED FOR DESTRUCTION:

Randall A. Hays
RANDALL A. HAYS
City Attorney
City of Lodi

Dated: 9/28/00